



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 31, 2008

IOWA BULLETIN NO. IA250-9-1

SUBJECT: FNM – GOVERNMENT TRAVEL CARD TRANSITION FROM BANK OF AMERICA TO U.S. BANK

PURPOSE: To inform employees of the banking changes occurring with the travel card.

EXPIRATION DATE: September 30, 2010

The United States Department of Agriculture (USDA) will transition its government travel card program from the Bank of America (BOA) to U.S. Bank. This SmartPay2 transition will be effective November 30, 2008. This transition will require a temporary change to the Split Pay Disbursement process utilized by the USDA for payment to the Government Charge Card SmartPay2 provider. Split disbursements on behalf of the employee paid directly to the bank will be temporally suspended for a period of time. During this period of time, the employee will be responsible to pay for any travel expenses charged to the traveler's Individually Billed Accounts (IBA). More details discussing this process are noted below.

This transition and the necessary steps to accomplish this transition have been coordinated with Travel Policy Users Group (TPUG). The following steps with the associated dates and times are required to smoothly transition from BOA to U.S. Bank:

1. U.S. Bank started to issue the new travel cards on October 1, 2008, and will continue through November 15, 2008. The card holders should activate the new cards when received; however, the new cards cannot be used until November 30, 2008.
2. The BOA travel card will expire at 12:00 a.m. EST on November 29, 2008. It is recommended that existing travel reservations booked in GovTrip be ticketed and vouchered for payment by 6:00 p.m. EST on November 25, 2008.

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The GovTrip Travel system will be unavailable for on-line booking from 9:00 p.m. EST on November 25, 2008, until 12:01 a.m. EST on November 30, 2008. Any required travel during this time period will be considered emergency travel and will be reserved offline by calling the (866) 569-5334 GovTrip reservation line. A post trip authorization and voucher will be submitted in GovTrip for employee reimbursement.

3. Split disbursement to the SmartPay2 providers will be turned off on November 25, 2008, and will be re-instituted on January 5, 2009. During this time period the employee will be responsible to pay for any travel expenses charged to the traveler's IBA. The amount of reimbursement will not be disbursed directly to the bank on behalf of the employee. A message will be displayed on the GovTrip home page and the individual traveler's welcome screen notifying the traveler of the responsibility for paying the bank charges through January 4, 2009.
4. On November 30, 2008, GovTrip will be available for on-line booking of Government Temporary Duty travel.

If you have any questions or require additional information, please contact Lori Derringer, Budget Officer, Marcus Hill, Budget Analyst, or James Zeigler, Financial Management Specialist, at (515) 284-4524.

A handwritten signature in black ink, appearing to read "Richard Sims". The signature is fluid and cursive, with the first name "Richard" and last name "Sims" clearly distinguishable.

Richard Sims
State Conservationist